Chapter 2

Performance Appraisal Information

Chapter Overview

Introduction   The Department of Defense (DoD) Appraisal System is an integral part of performance management within the DoD. The DoD Performance Appraisal System allows Components to establish their own performance appraisal program, but requires that they conform to statute and regulation which fall within the flexibilities of the system. The modern DCPDS allows the performance appraisal data to be captured and recorded in the system.

Chapter Contents

See also
👓
- Module 1, Fundamentals of the Modern DCPDS
- Module 4, Staffing Using the Modern DCPDS

Before You Begin   The Air Force Lab Demonstration **US Gov Perf Appraisal** Window is identical to the one used in this procedure.

The other Demos:
- Army Lab Demo
- China Lake Demo
- Naval Research Lab Demo
- Space Nav Warfare Demo
- Warfare Center Demo

These have identical windows with the exception of the last data field that is omitted.
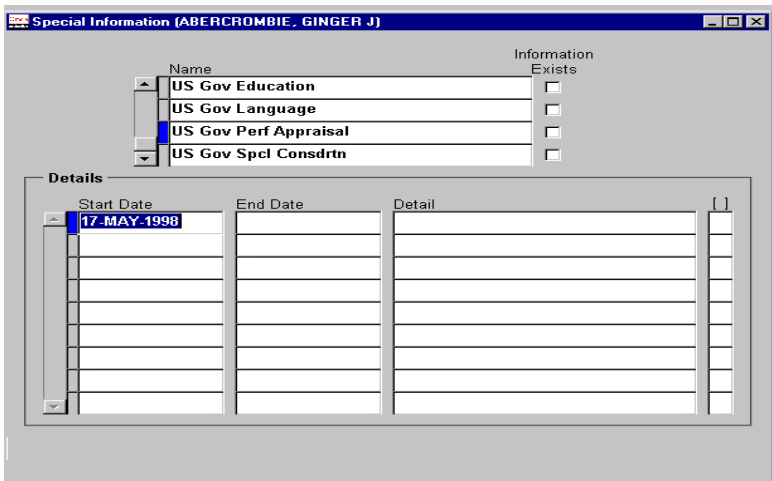
Entering Performance Appraisal Information

Quick Guide   The following is a quick guide to the steps for Entering Performance Appraisal Data:

- From the **Navigation List** → *People* → *Enter and Maintain* → **<Open>**.
- On the **Find** Window, locate the employee's name by typing the last name of the employee and click **<Find>**.
- Click the correct employee's name from the listing and click **<OK>**. *Or*
- Input the first few letters of the employee's last name, followed by "%," click **<Find>**, click the employee's name, and click **<OK>**.
- Click <**Special Info>** on the **People** Window.
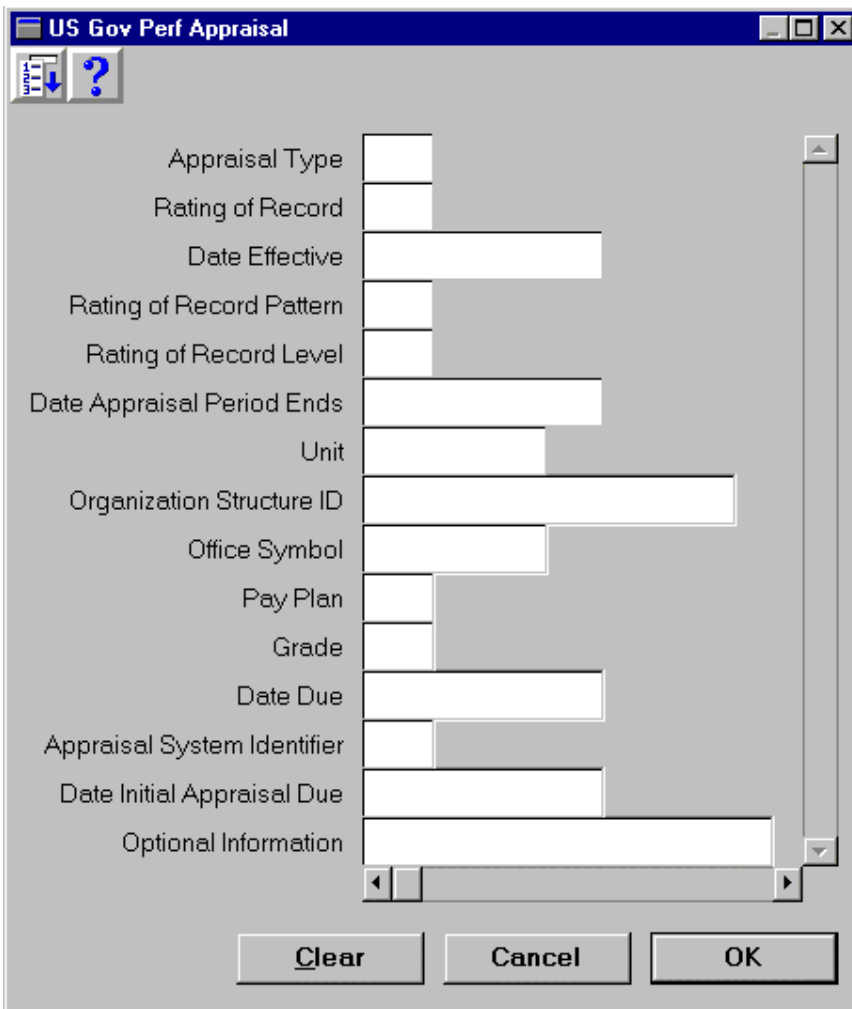- Continue following the steps on Entering Performance Appraisal Data.

Entering Performance Appraisal Data

Step	Action
1	The **Special Information** Window displays. Scroll to *US Gov Perf Appraisal* in the *Name* data field or use the query technique. Place your cursor in the blank *Detail* data field and click.

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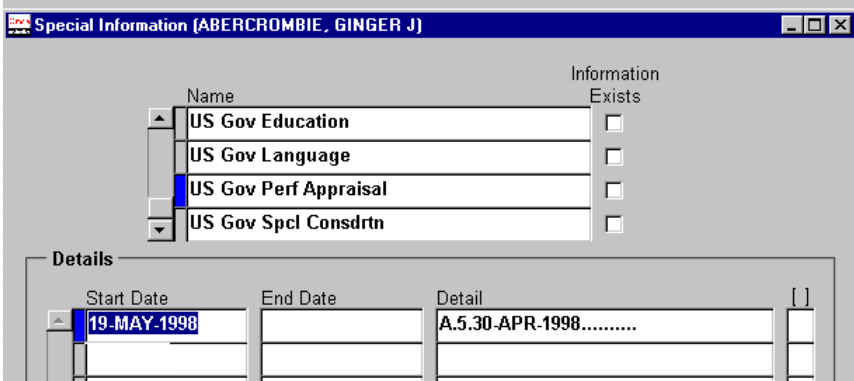# Entering Performance Appraisal Information, Continued

Entering Performance Appraisal Data (continued)

Step	Action
2	The **US Gov Perf Appraisal** Window displays. Complete the data fields below by clicking the LOV on the window or typing in the data.

Entering Performance Appraisal Information, Continued

Entering Performance Appraisal Data (continued)

Step	Action
3	Complete the data fields and click **\<OK\>**.
4	The **Special Information** Window displays with the information coded in the *Detail* data field.
5	Click Save on the Toolbar and exit the windows.

Adding a Performance Appraisal

Adding a Performance Appraisal

You can add an instance to existing appraisal data.

Step	Action
1	On the **Special Information** Window, place your cursor in the *Name* data field and press F7 to clear the field.
2	Click in the *Information Exists* checkbox and press F8.
3	Any *Special Information Type* (SIT) that has information will display. Place the *Current Record Indicator* next to the *US Gov Perf Appraisal* data field. Place your cursor in the blank *Detail* data field and click.
	Special Information (Acoba, Leland P)
	Name / Information Exists
	Completed Training ☒
	Education ☒
	US Gov Conduct Perf ☒
	US Gov Perf Appraisal ☒
4	The past appraisal data displays in the **Details** Region with the most current data at the top. Click in the first blank data field under *Start Date*. The current date populates but you can override it.
	Details
	Start Date / End Date / Detail / [ ]
	31-MAR-1999 / / A.3.31-MAR-1999.A.3.31-MAR-1999
	31-MAR-1998 / / A.3.31-MAR-1998.A.3..QO00251K..0
	31-MAR-1997 / / A.4.31-MAR-1997.H.4..QO00251K..0
	31-MAR-1996 / / A.4.31-MAR-1996.H.4..QO00251K..0
	31-MAR-1995 / / A.4.31-MAR-1995.H.4..QO00251K..0
	31-MAR-1994 / / A.3.31-MAR-1994.H.3..QO00251K..3
5	Click in the *Detail* data field to display **US Gov Perf Appraisal** Window, complete it, and click **<OK>**.
6	Click **Save** on the Toolbar and exit the windows.
	Note: When you reopen the **Special Information** Window, the entries will be reordered with the most current one at the top.

Entering Nonappropriated Fund Appraisal Data

Quick Guide   The following is a quick guide to the steps to Entering Performance Appraisal Data:

- From the **Navigation List** → *People* → *Enter and Maintain* → **<Open>**.
- On the **Find** Window, locate the employee's name by typing the last name of the employee and click **<Find>**.
- Click the correct employee's name from the listing and click **<OK>**. *Or*
- Input the first few letters of the employee's last name, followed by "%," click **<Find>**, click the employee's name, and click **<OK>**.
- Click <**Special Info>** on the **People** Window.
- Continue following the steps on Entering NAF Appraisal Data.
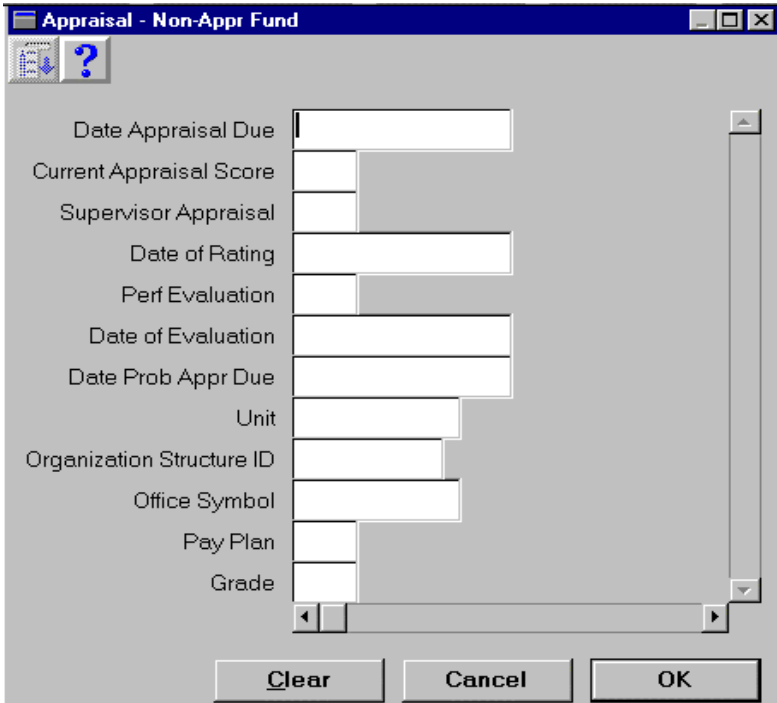

Entering NAF Appraisal Data   Scroll to *Appraisal – Non-Appr Fund* in the *Name* data field or use the query technique.

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Entering Nonappropriated Fund Appraisal Data, Continued
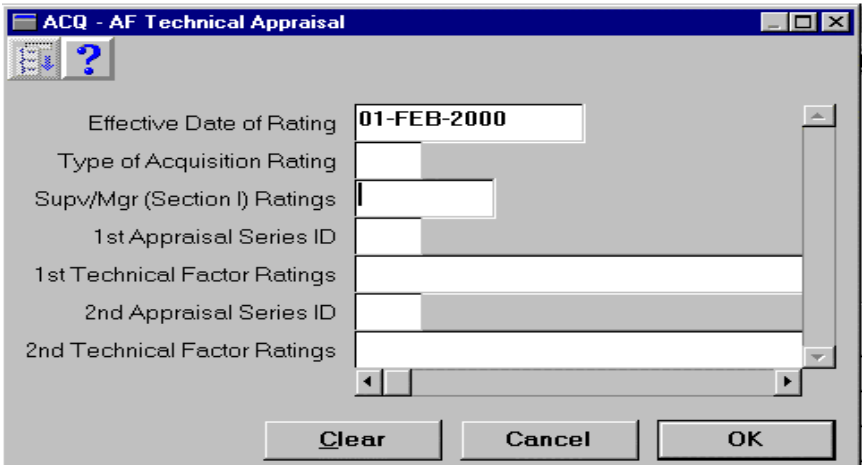
Entering NAF Appraisal Data

Step	Action
1	The **Appraisal – Non Appr Fund** Window displays. Complete the data fields by typing in the information or use the LOV. **Appraisal - Non-Appr Fund** Date Appraisal Due Current Appraisal Score Supervisor Appraisal Date of Rating Perf Evaluation Date of Evaluation Date Prob Appr Due Unit Organization Structure ID Office Symbol Pay Plan Grade Clear Cancel OK
2	Click **<OK>**.
3	The **Special Information** Window displays with the information coded in the *Detail* data field.
4	Click **Save** on the Toolbar and exit the windows.

Entering Air Force Technical Appraisal Data

Purpose	This procedure provides the steps to complete the Air Force Technical Appraisal (TA) for eligible registrants. It is used in conjunction with the annual performance appraisal to form part of the Whole Person Score. Employees who are currently in permanent GS/GM-15 positions do **not** receive a TA.

**Entering AF
Technical Appraisal**

Step	Action
1	Follow the Quick Guide in the Entering Performance Appraisal Information Section to navigate to the **Special Information** Window. With your cursor in the *Name* data field, scroll to the **ACQ – AF Technical Appraisal**. Place your cursor in the blank *Detail* data field and click.
2	The **ACQ – AF Technical Appraisal** Window displays. Complete the data fields by typing in the information or use the LOV. **ACQ - AF Technical Appraisal** Effective Date of Rating `01-FEB-2000` Type of Acquisition Rating Supv/Mgr (Section I) Ratings 1st Appraisal Series ID 1st Technical Factor Ratings 2nd Appraisal Series ID 2nd Technical Factor Ratings **Clear** **Cancel** **OK**
3	Click **<OK>**. The *Detail* data field populates.
4	Save your action and exit the windows.

Processing Mass Appraisals

Purpose	This section provides information on how to process mass appraisals that allow for efficient processing of a group of similar appraisals.

See Also 👓	Module 1, Fundamentals of the Modern DCPDS
	      Chap 3, Main Menu Bar
	Module 2, Position Management and Classification Using the Modern DCPDS
	      Chap 3, Managing Position Hierarchy
	           Using the Application Data Extract (ADE) Tool

Before You Begin	• Mass appraisals can be used when you want to update multiple records at one time. • When you process mass appraisals, the People Record in HR is updated. An RPA is not produced as it is with other mass actions. • You can export the data from the **Preview** Window to an Excel spreadsheet.

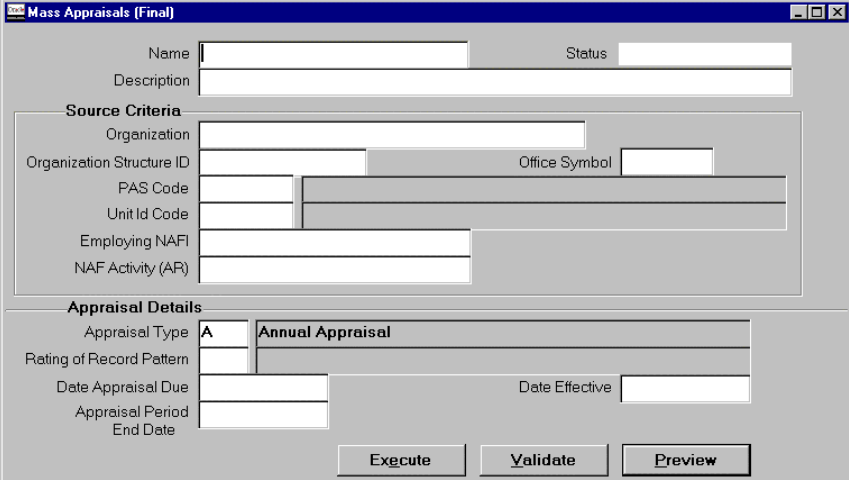|	
Who Does It	The capability to create and execute a mass appraisal is available only in the CIVDOD Personnelist responsibility.

Processing a Mass Appraisal

Step	Action
1	From the **Navigation List** → *Mass Actions* → *Mass Appraisal* → *Final Mass Appraisals* → **<Open>**. ✍ **Notes:** • The **Mass Appraisal (Preview)** Window is available as a "rough draft" window. It is exactly like the **Mass Appraisal (Final)** Window, but without the **<Execute>** taskflow button. You can create the Mass Appraisal by clicking either menu item. Mass Appraisals can only be processed in the **Final Mass Appraisal** Window. • Components may want to use both forms ; however, for security reasons, limit the number of personnel who can run the final process.

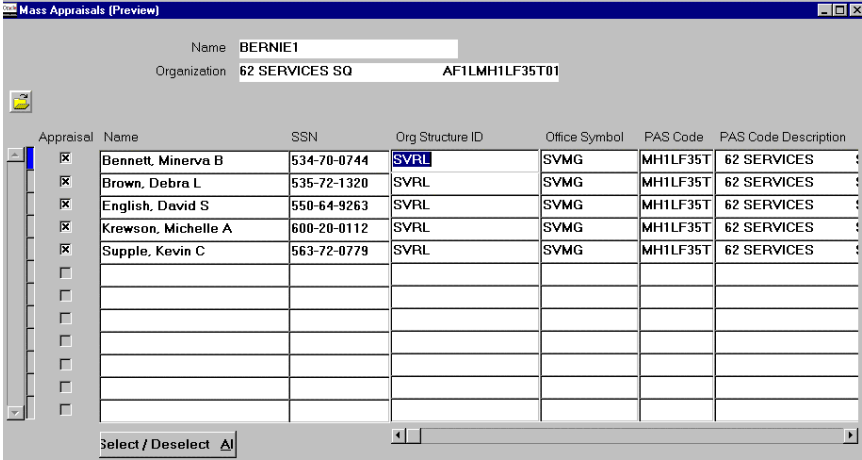# Processing Mass Appraisals, Continued

Step	Action
2	The **Mass Appraisal (Final)** Window displays with three taskflow buttons. With your cursor in the *Name* data field, type in a unique name for the appraisal action you are creating. **Note:** The *Status* data field is system-generated to show how far your award has progressed when you save your action; e.g., Unprocessed, Submitted, etc. No action is required.
3	The *Description* data field is free text you type in to describe your action and can accommodate 100 characters. Complete the remaining data fields by using the LOV or typing in the information.
4	Click Save on the Toolbar. **Note:** Completing this window also completes the *Source Criteria* and *Appraisal Details* Regions. Specific appraisal data such as *Target Rating of Record, Target Factor (AF)*, etc. are inputted using the <**Preview**> taskflow button.

Processing Mass Appraisals, Continued

Previewing Your Action	Clicking <**Preview**> on the **Mass Appraisals (Final)** Window displays the **Mass Appraisals (Preview)** Window where names for a mass appraisal can be viewed and selected or deselected, and where individual ratings are displayed.

Step	Action
1	On the **Mass Appraisals (Final)** Window, click **<Preview>**. The **Mass Appraisals (Preview)** Window displays with data elements populated from the previous window. **Note:** The "X" in the **Appraisal** checkbox indicates the name on the line next to the "X" is included in the mass appraisal action. Deselect the "X" if the name is <u>not</u> to be included. If a large number of names appear on the window, but only a few are to be included, click **<Select/Deselect All>** to remove the "X" from the checkboxes. Then, select the few names to be included by individually selecting "X" in the checkbox next to the names.

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Processing Mass Appraisals, Continued

Previewing Your Action (continued)
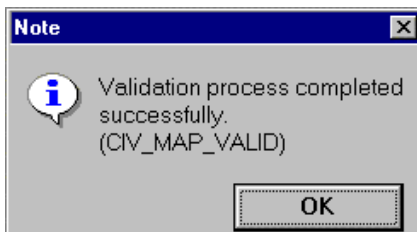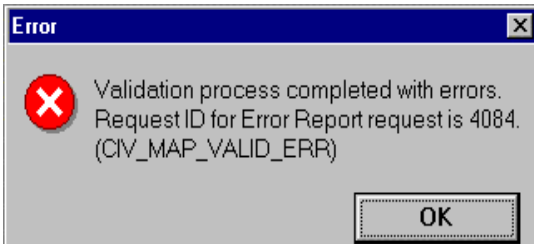
Step	Action
1 (cont)	The **Appraisal** checkbox displays next to the *Name* and *SSN* columns. You can scroll through the remaining columns with the *Name* and *SSN* always visible. The remaining columns are: *Org Structure ID*, *Office Symbol*, *PAS Code*, *PAS Code Description*, *Unit Id Code*, *Unit Id Code Description*, *Employing NAFI*, *NAF Activity (AR*, *Pay Plan*, *Pay Plan Description*, *Grade*, *Performance Constraint Indicator (Demo)*, *Target Bonus Indicator (Demo)*, *Target Bonus Reason (Demo)*, *Target Appraisal Type*, *Target Rating of Record*, *Target Rating of Record Level*, *Target Rating of Record Pattern*, *Target Factor (AF)*, *Target Date Appraisal Due*, *Target Date Effective*, *Target Appraisal Period End Date*, *and Comments (free form for your use only)*.
2	Click Save on the Toolbar and exit the window to return to the **Mass Appraisals (Final)** Window.

Processing Mass Appraisals, Continued

Validating the Mass Appraisal Clicking <**Validate**> on the **Mass Appraisals (Final)** Window displays a Message Box. Click <**Validate**> after Preview has been completed to ensure there are no rejects before Executing the action.
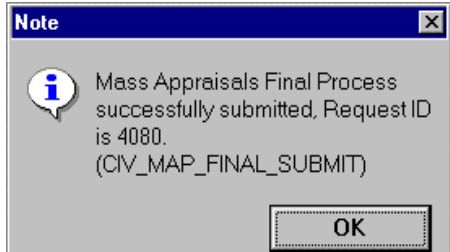
Step	Action
1	Click <**Validate**> on the **Mass Appraisals (Final)** Window to display a Message Box with the following "Validation process completed successfully." Click <**OK**>. **OR** An Error Message Box displays and indicates the required items that have not been entered. **Note:** Air Force requires the *Target Factor* column to be completed, otherwise, an error will occur.
2	To view the errors, click **Help** on the Main Menu Bar, click **View My Requests**. The **Requests** Window displays. Click <**Request Log**> to print a word document that explains the errors on each action.
3	Correct the actions on the **Mass Appraisals (Preview)** Window, save your action, and return to the **Mass Appraisals (Final)** Window.

Processing Mass Appraisals, Continued

Executing the Mass Appraisal

Clicking <**Execute**> on the **Mass Appraisals (Final)** Window processes your action by submitting it to update the database.

Step	Action
1	Click **<Execute>** on the **Mass Appraisals (Final)** Window to display a Message Box that says "Mass Appraisals Final Process successfully submitted." **Note** Mass Appraisals Final Process successfully submitted, Request ID is 4080. (CIV_MAP_FINAL_SUBMIT) OK
2	Click **<OK>**. You are returned to the **Mass Appraisals (Final)** Window. **Note:** Once your have "Executed" or "Processed" the action, the taskflow buttons (**Execute**, **Validate**, and **Preview**) are grayed out.